

# TEACHING OUTLINE

## (Planning Worksheet)

This is a simple tool to help you learn a basic structure for teaching, leading a devotional, or even writing a sermon. It has 4 (easy to remember) sections: Hook, Book, Look, Took.

**Bible Text:** Write out your biblical text or passage here. Spend time studying and understanding the point of the verse/passage (see 'How to Study a Book/Passage Worksheet' for details on how to do that) and write that main point after the text.

**Hook:** The Hook is an introductory story or illustration that orients your audience to your topic. This can be as creative or personal as you want. Typically, you do this step after you've developed and completed your main teaching points so that it best aligns with the nature of your teaching.

**Transition Statement:** At the end of every section, you need one statement that moves or transitions your audience to the next section of your teaching. These are critically important for helping your audience stay with you and engaged. They don't have to be complicated or long.

**Book:** After introducing your topic through the Hook, transition to the verse or passage that you will be teaching from. Read your passage aloud.

**Transition Statement:**

**Look:** The LOOK is the section where you teach and unpack the meaning of the passage/verse. In this section, you should have the main points that need to be communicated. Inductive Bible study.

**Transition Statement:**

**Took:** Lastly, the TOOK is intended to apply any directive steps or things to be learned from the passage/verse. What is it that you want your audience to take away with them as a result of your teaching? What can they apply from what you have shared with them.